

## **POLICE PROPERTY & EVIDENCE MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Property & Evidence Manager positions exists is to supervise and perform work related to receiving, storing and issuing of personal and non-personal property impounded following City, State and Federal requirements for the City's Police Department. Work is performed under the general supervision from the Police Administrative Services Director.

### **ESSENTIAL FUNCTIONS:**

Plans, organizes and directs the work of the property staff. Selects, trains, evaluates and supervises the staff. Observes and trains staff assuring compliance with federal, state, city and department procedures. Reviews and checks the work products of others to ensure conformance to standards. Monitors and administers the property division's budget.

Receives impounded properties and evidence from Police Officers; releases property and evidence to designated personnel following prescribed procedures. Performs physical inventories. Works with possibly contaminated blood and property using protective equipment; works with other sensitive evidence and must understand and follow handling, retrieval and disposal procedures carefully.

Collects, produces and maintains written documents with clearly organized thoughts. Maintains computer records on the disposition of evidence and other impounded property. Sorts, separates, and arranges files and distributes incoming invoices and paperwork .

Delivers evidence to courts and testifies on the disposition of evidence when necessary; returns property to owners as required, and disposes of property in prescribed manner. Maintains hygienic supplies, office supplies and forms for Police Department employees.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Practices, methods, hazards, and safety precautions applicable to warehousing.  
Police policies and procedures for impounding and safekeeping property.  
Principles and techniques of effective supervisory practices and office management.  
Computer terminal data input and retrieval processes.  
Applicable federal, state, and local criminal and civil laws, codes and regulations.

##### Ability to:

Ability to train and supervise staff; listen and communicate effectively with staff; monitor and administer budget;  
Communicate effectively with police personnel, court officials, City employees, and the general public; testify in court;  
Recommend, develop, and implement storage, security and accounting procedures for property warehouse activities.  
Work cooperatively with other City employees and the public.  
Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Comprehend and make inferences from material written in the English language and learn job-related material through observation, oral instruction, structured lecture or reading in the English language. This learning takes place in an on-the-job training or classroom setting.

Bend, stoop and move heavy objects (50 lbs or more) both short and long distances; climb ladders and steps to reach objects; lift arms above shoulder level; prepares boxed items; moves, lifts, stores and retrieves evidence and property.

Operate a variety of office equipment.

Work safely without presenting a direct threat to self or others.

Operate a computer utilizing a keyboard or other device.

Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards.

### **Education & Experience**

Requires two to four years experience in property/evidence work, in a police environment. Police work and warehousing experience may be considered. Two years supervisory or lead experience is required. Must have experience working with police procedures, warehousing, and the legal sanctions governing evidence and other types of property disposition and disposal.

Requires a standard Arizona driver's license with no major driving citations in the past 39 months. move heavy objects (50 lbs or more) both short and long distances; climb ladders and steps to

FLSA Status: Exempt

HR Ordinance Status: Unclassified